

**University of Cincinnati
School of Social Work**

Application for BSW or MSW Placement at Place of Employment

A placement at the agency or organization where the student is employed must be arranged and approved by the BSW Field Coordinator or the Field Director for MSW students.

To help minimize role confusion and to insure a clear separation of field instruction and employment, such placements must meet the following criteria:

- 1. The proposed field instructor cannot be the student's direct line employment supervisor.*
- 2. The proposed field instructor must meet the following requirements of the School of Social Work:*

The proposed field instructor for a MSW student must have an MSW with at least two years Post-MSW experience. The field instructor must have a MSW degree with either a direct practice or generalist concentration in order to supervise a direct practice student. The specific concentration criteria don't apply for Administration Students but they must still be an MSW with two years post degree experience. Licensure designation is not a relevant factor in qualifying.

The proposed field instructor for a BSW student must have either a BSW or MSW degree with at least two years post-degree experience. Licensure designation is not a relevant factor in qualifying.

- 3. Fieldwork experiences must be educationally focused and meet all the requirements of the field instruction program.*
- 4. Fieldwork activities must be conducted in a department or division of the agency that is different from the employment department.*
- 5. Fieldwork tasks and assignments must be separated from the normal employment tasks and assignments, thus providing the student with a distinct and different set of learning opportunities and experiences.*
- 6. Specific days and blocks of time must be designated for fieldwork with a least four (4) hour block of time set aside. Students cannot perform any employment duties during designated field times.*
- 7. The student may be employed for field time, with a signed letter of understanding from the agency, which will be supplied by the School, that the School of Social Work retains final responsibility for the type, amount and direction of the student's work.*

Students who want to arrange a field placement at their current place of employment must submit the request in writing to the BSW Field Coordinator or the Field Director for MSW students. The student must provide the following information in order to have the request considered:

Student's Name _____ *Telephone* _____

Email address _____

1. *Describe your current employment including the following information:*

Department _____

Job title _____ *Job hours* _____

Details of your current job duties:

2. *Name and phone number and email address of your current supervisor:*

Is your current supervisor in agreement with the proposal to do your field placement at your place of employment? _____

3. *Provide the name of the department where you propose to have your field placement:*

Please describe the duties you expect to perform during your field placement and explain how these are different than your employment duties (use extra sheets if necessary):

Proposed field placement days and hours _____

4. *Name, current job title, department, and phone number, and email address of proposed field instructor:*

Please provide the name of the social work school the field instructor attended, the degree that was earned, the concentration within the degree program, if any, and the year of the graduation with the social work degree.

Please describe any prior relationship with the proposed field instructor (e.g., friend, colleague, former supervisor, etc.)

5. *Include an organizational chart showing current job and supervisor and proposed field site and supervisor.*

6. *Provide name and telephone number of the agency director*

The BSW Field Coordinator or Field Director of the MSW students will contact all involved to discuss the proposal. The student will receive a written response that will include a decision about the field placement and further directions for completing final confirmation papers required by the school.